

Annex M - "Building Maintenance Procedures"

AGENCY RELOCATION PLAN
1961-1962

1. Problem and Background

Although Agency components are moving into a newly constructed building, maintenance problems will appear from the outset. During the period of initial occupancy or "shake-down" it is probable that adjustments or corrections to mechanical or electrical equipment will be necessary, some of which may be a responsibility of the construction contractor for correction.

2. Mission and Objectives

- a. By Federal law, the Public Buildings Service (PBS), GSA, is responsible for maintaining Federal Buildings in Metropolitan Washington, and this includes the new Agency Headquarters. A building superintendent has been assigned, together with an adequate force of mechanics and laborers.
- b. By Agency regulation, the Director of Logistics is responsible for assuring that the building is properly maintained. The Space Allocation and Facilities Branch, Real Estate and Construction Division, Office of Logistics, is designated as the Agency element to carry out this responsibility.

3. Concept of Operation

- a. Requests for building maintenance, alterations, repairs, etc., will be made by an operating official, or his designee, to the Chief, Space Allocation and Facilities Branch, Office of Logistics, Room 1 J 24, CIA Headquarters Building, Langley, Virginia, Extension 5245. Minor requests for repairs to electric lights, plumbing, radiators, air conditioners, etc., may be made informally.
- b. Major repairs or alterations must be submitted in writing and explained in detail, giving full justification for the alteration, location of the telephones, buzzer system, and plan of office layout. In the event of emergency (such as broken water pipe, electrical short circuits, etc.) during off-duty hours, call the nearest guard or security duty officer.

Important Note: Prior to 1 March 1962 requests for alterations will not be considered unless urgent in nature, requested by the operating official concerned, and approved by the Director of Logistics.

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4. Tasks and Responsibilities

a. Operating officials in the new Headquarters building will:

- (1) Designate an officer and an alternate authorized to request repairs, maintenance or alterations.
- (2) Personally review and recommend any request for alterations prior to 1 March 1962.
- (3) Advise the Chief, Space Allocation and Facilities Branch of any impending personnel or organizational changes that might affect the allocation of space or telephone requirements.

b. Requesting officers designated pursuant to paragraph a. (1) above will:

- (1) Report to Chief, Space Allocation and Facilities Branch any maintenance requirements, malfunctioning of equipment, etc., with particular regard to problems that might cause damage or injury to personnel or property.
- (2) Screen requisitions for space changes, alterations, or questionable maintenance requests, and forward appropriate requisitions to Chief, Space Allocation and Facilities Branch for action.
- (3) Furnish necessary justification, detail plans, telephone requirements, etc., as part of their submitted requisitions.

c. Chief, Space Allocation and Facilities Branch will:

- (1) Receive and review requests for repairs, maintenance, and alterations.
- (2) If justified, and in accordance with his current directives, furnish PBS an appropriate work order. In case of doubt, he will obtain guidance from Chief, Real Estate and Construction Division.
- (3) Assess failures of equipment or deficiencies in construction in order to determine construction contractor liability. He will collaborate with PBS in arriving at such determination and, if Agency engineering assistance is needed, will request such assistance from Chief, Real Estate and Construction Division. All cases of contractor

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- (4) Advise the requesting official of approval or dis-approval of requests, and keep the requesting component informed on the status of the work.
- (5) Advise the Chief, Real Estate and Construction Division of any disagreements, undue delays, or unresolved problems.

d. The Chief, Real Estate and Construction Division will:

- (1) Review controversial requests for maintenance or alterations.
- (2) Furnish policy direction to the Chief, Space Allocation and Facilities Branch.
- (3) Review and report to PBS claims against the construction contractor for construction deficiencies or faulty equipment.

5. Administration

- a. Routine maintenance is a PBS responsibility and is funded for by PBS without reimbursement. The Director of Logistics budgets for a normal volume of moves, alterations, and for special Agency requirements. In the event extra-ordinary moves or alterations are required, the requesting component may be required to furnish all or a part of the necessary funds.
- b. The Chief, Space Allocation and Facilities Branch, Real Estate and Construction Division, Office of Logistics, has been delegated authority to approve normal work orders to PBS. Work requests, where justification is doubtful, costs are excessive, or where there are other questionable factors, are subject to review by higher authority.
- c. The present system of reports will continue without change.
- d. Future guides and instructions will be issued as necessary by the Deputy Director (Support), the Director of Logistics, or the Chief, Real Estate and Construction Division, OL, as appropriate.

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APPROVED: 2 August 1961
Date

/s/

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Director of Logistics

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